

## EVENT INFORMATION

### Progressive Detroit Boat Show

Huntington Place  
January 14 - 22, 2023

### General Contractor

Convention & Show Services, Inc. (CSS)  
1250 John A. Papalas Dr.  
Lincoln Park, MI 48146

Phone: 313.386.5555  
Fax: 313.386.2048

### Service Information

CSS is proud to be your Exposition Management Team. The following are important dates and information to keep at hand:

### Booth Information

Each 10' x 10' booth space will be set with 8' high blue/white/blue backwall drape, 3' high blue sidewall drape, and one 7" x 44" exhibit ID sign to include company name and booth number.

### Carpet

Your exhibit area is not carpeted. The aisleways will be Blue-Jay carpeting.

### Order Deadline Dates

Order deadlines are clearly marked on all necessary forms in this manual. All orders must also include the following required forms:

- Payment Policy
- Limitations of Liability
- Third-Party Billing Form (where applicable).

### EAC Form due to CSS office by end of day

Friday	December 9, 2023	4:30 pm
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### Deadline to receive advance pricing on Standard Rentals

Friday	January 6, 2023	4:30 pm
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### Advanced Warehouse Dates

Friday	December 9 - January 7, 2023	All advanced warehouse freight must be received by 4:00 p.m. on this date.
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### Exhibitor Move-In

Monday - Friday	January 9-13, 2023	8:00 am – 4:15 pm
Saturday	January 14, 2023	8:00 am – 12:00 pm

### Event Hours

Saturday – Monday	January 14 - 16, 2023	Saturdays: 11:00 am – 8:00 pm
Thursday - Sunday	January 19 – 22, 2023	Sundays & Mondays: 11:00 am – 6:00 pm
		Thursday & Friday: 3:00 pm – 9:00 pm

### Exhibitor Move-Out

Sunday	January 22, 2023	6:01 pm Initial load-out begins. 8:00 pm All Carriers must be checked in or your freight could be forced. 10:00 pm Work Day complete
Monday	January 23, 2023	8:00 am – 4:30 pm
Tuesday	January 24, 2023	8:00 am – 4:30 pm
Wednesday	January 25, 2023	8:00 am – 4:30 pm

## EVENT INFORMATION (CONTINUED)

### CSS Show Services

- Rental Furnishings & Accessories
- Graphics Production
- Material Handling Services
- Installation and Dismantle Services

As Service Contractor for the Progressive Detroit Boat Show, we have enclosed the necessary forms for ordering additional furniture, material handling services, and other requirements. Many exhibitors are unaware of the depth and breadth of products and services that we offer. Because having insight into the control of the entire show process, we can generally save you time and money by assisting in your pre-show planning. CSS will be on-site during the move-in and move-out of your show in order to assist you in coordinating any last-minute services and to answer any questions you may have. **Visit us at [www.convshow.com](http://www.convshow.com) for fast and easy online order processing.**

### CSS Service Desk Hours

<u>Date</u>		<u>Hours</u>	
January 9-13, 2023	Move-In	7:30 a.m. - 5:00 p.m.	<p>The Service Desk will be located at the rear of the exhibit hall.</p> <p>Contact information will be posted at the Service Desk should you require anything after hours.</p>
January 14	Move-In	7:30 a.m. - 12:30 p.m.	
January 22, 2023	Move-Out	6:00 p.m. - 10:00 p.m.	
January 23-25, 2023	Move-Out	7:30 a.m. - 5:00 p.m.	